

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B98-64

Date: February 8, 1999  
Expiration Date: 6/30/00  
69:45:va:2492

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: E-MAIL NOTIFICATION SYSTEM

The Job Training Partnership Division (JTPD) has developed an e-mail notification system that will notify Service Delivery Areas (SDA), Private Industry Councils (PIC), Employment Development Department (EDD) Job Service Offices, and EDD staff as new items are published on the JTPD web site:

<http://www.edd.cahwnet.gov/emptran.htm>

Phase one, which included gathering and testing e-mail addresses for the SDAs and EDD central office staff, has been completed. The e-mail messages are currently being sent to two addressees in each SDA, one for the SDA Administrator, and one for an alternate to distribute the information within the SDA. The EDD central office staff are notified via the Exchange system. New documents are added to the web site several times each week. Each time new items are added, an e-mail message is sent that lists the item number, subject and the date of issue.

Hard copies of **information bulletins** will not be mailed to SDAs or EDD central office staff beginning **February 1, 1999**. However, all entities with the exception of EDD central office staff will continue to receive **one** hard copy of **directives** in addition to an e-mail notification.

Phase two of the e-mail notification system will include gathering and testing e-mail addresses for PICs, EDD Job Service Offices, JTPD Program Operators, Welfare-to-Work 15 percent subgrantees and Interested Parties. The completion of the next phase is scheduled for April 1, 1999.

If you have any questions, please contact Cindi Tindall at [ctindall@edd.ca.gov](mailto:ctindall@edd.ca.gov) or (916) 654-9767.

/S/ BILL BURKE  
Assistant Deputy Director